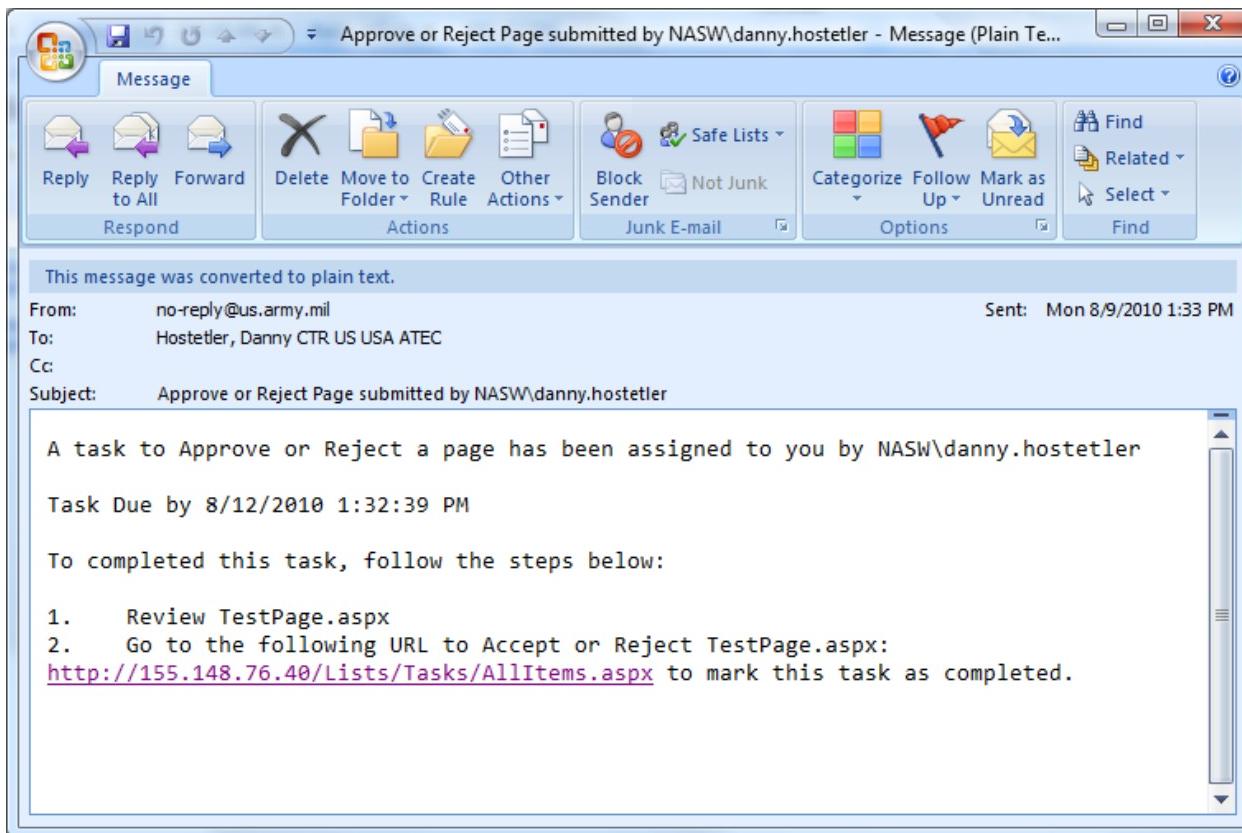


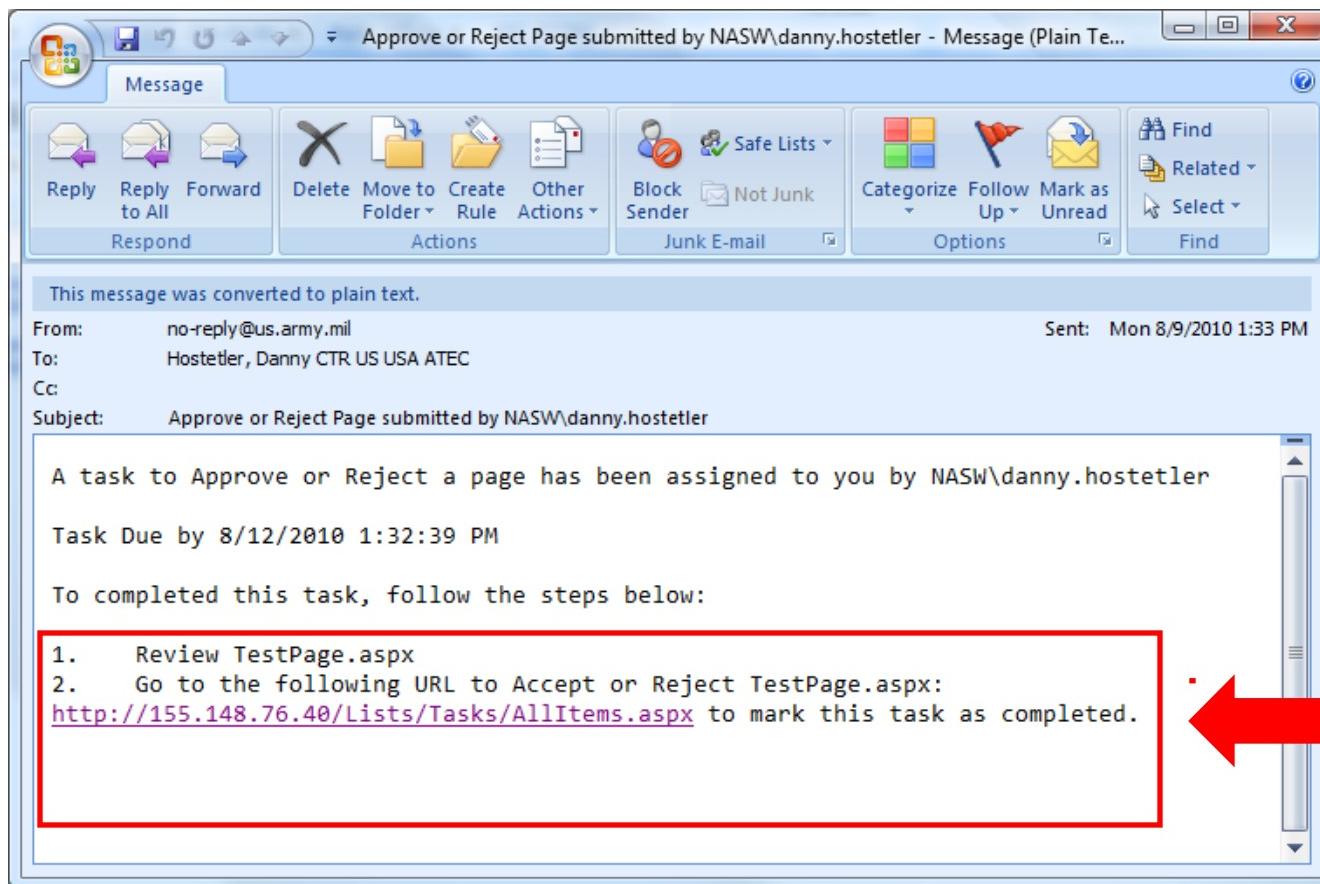
Content Creation

- All approvers will be notified by e-mail on content creation or change



Approving Content

- Follow directions to approve content



Approving Content

- Follow the link in the instructions to view “All Tasks”

WSMR Public > Garrison > Tasks

Tasks

Task list for workflow.

New	Actions	Settings	View: All Tasks				
Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
Approve or Reject Page submitted by NASW\jhostetler ! NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	
Approve or Reject Page submitted by NASW\jhostetler ! NEW	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	

Approving Content

- Review the Content Page by clicking on the link column

WSMR Public > Garrison > Tasks

Tasks

Task list for workflow.

New	Actions	Settings	View: All Tasks				
Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
Approve or Reject Page submitted by NASW\j.danny.hostetler ! NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	
Approve or Reject Page submitted by NASW\j.danny.hostetler ! NEW	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	



Approving Content

- After reviewing the Content Page, select “Edit Item” from the actions drop down list for each task that is assigned to you

WSMR Public > Garrison > Tasks

Tasks

Task list for workflow.

New | Actions | Settings | View: All Tasks

Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
Approve or Reject Page submitted by NASW\janny.hostetler NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010			TestPage
Approve or Reject Page submitted by NASW\janny.hostetler NEW	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010			TestPage

A context menu is open over the second task row, showing options: View Item, Edit Item (which is highlighted), Manage Permissions, Delete Item, Version History, and Alert Me.

Approving Content

- Select Completed to Approve Content

Page

The content of this item will be sent as an e-mail message to the person or group assigned to the item.

OK Cancel

Attach File | Delete Item | Spelling... * indicates a required field

Title *	Approve or Reject Page submitted by NASW\danny.hostetler
Priority	(2) Normal ▾
Status	Completed Not Started In Progress Completed Deferred Waiting on someone
Assigned To	ATEC
Description	<p>A A¹ B I U Status</p> <p>Font Size: 10pt 12pt 14pt 16pt 18pt 20pt 22pt 24pt 26pt 28pt 30pt 32pt 34pt 36pt 38pt 40pt 42pt 44pt 46pt 48pt 50pt 52pt 54pt 56pt 58pt 60pt 62pt 64pt 66pt 68pt 70pt 72pt 74pt 76pt 78pt 80pt 82pt 84pt 86pt 88pt 90pt 92pt 94pt 96pt 98pt 100pt</p> <p>Font Style: A A¹ B I U</p> <p>Font Color: Black Blue Green Red Orange Yellow</p> <p>Font Weight: Normal Bold</p> <p>Font Family: Arial, Helvetica, sans-serif, serif, monospace</p> <p>Font Size: 10pt 12pt 14pt 16pt 18pt 20pt 22pt 24pt 26pt 28pt 30pt 32pt 34pt 36pt 38pt 40pt 42pt 44pt 46pt 48pt 50pt 52pt 54pt 56pt 58pt 60pt 62pt 64pt 66pt 68pt 70pt 72pt 74pt 76pt 78pt 80pt 82pt 84pt 86pt 88pt 90pt 92pt 94pt 96pt 98pt 100pt</p> <p>Font Color: Black Blue Green Red Orange Yellow</p> <p>Font Weight: Normal Bold</p> <p>Font Family: Arial, Helvetica, sans-serif, serif, monospace</p>
Start Date	8/10/2010
Due Date	8/13/2010
Workflow Name	WSMR Approval

Version: 3.0
Created at 8/10/2010 7:50 AM by Hostetler, Danny CTR USA ATEC
Last modified at 8/10/2010 8:20 AM by System Account

OK Cancel



That's All Folks